Online Courses

NOTE:　All these online courses are available to anyone (BLM or non-BLM) anytime at no cost through DOI Learn (https://doilearn.doi.gov/) and/or the National Training Center's Knowledge Resource Center (www.ntc.blm.gov/krc).

NEPA Concepts, Mods 1 (National Environmental Policy Act) & 2 (CEQ Regulations) (1620-17)

This introductory computer-based course provides an overview of the National Environmental Policy Act and the Council on Environmental Quality's regulations to implement NEPA.　This course takes approximately 3 hours.　Module 1: NEPA – the spirit and the letter of the law.　Module 2: CEQ regulations – basic understanding of the requirements of NEPA documents.

Target Audience:　Anyone interested in learning about NEPA and the CEQ Regulations.

What Else:　Available in DOI Learn only.　Must complete pre-test before taking course.　70% score on posttest required for credit.　Adobe Flash must be installed on your computer for the course to play.

NEPA Analysis Process for BLM (1620-02)

This introductory computer-based course describes the NEPA process as shown in Chapter 6 of the 2008 BLM NEPA Handbook.　It is a pre-requisite for most other NEPA classes (except 1620-17), and for Beginning Lands.　This course consists of 70 minutes of video presentations and 7 exercises to reinforce the concepts.

Target Audience:　Anyone interested in learning about the BLM's method of the NEPA process.

What Else:　Available in DOI Learn (80% score on posttest required for credit) and on the KRC (no registration required/no credit given).　Replaces NEPA Concepts Module 3 (#1620-18).

NEPA: Analyzing Impacts (1620-10)

This intermediate computer-based course shows you how to map out a cause/effect strategy by identifying measurable indicators and data needs, and agreeing on a methodology before beginning an impact analysis under NEPA.　You'll learn how to write an impact analysis, document your assumptions and rationale, and how to avoid fatal flaws.　There's also a lesson on how to determine whether impacts are significant.　This course consists of 60 minutes of video, 5 exercises, and an ungraded self-assessment quiz in lesson 3.

Target Audience:　Anyone who wants to improve his/her ability to analyze and document impacts.

What Else:　Available in DOI Learn (80% score on posttest required for credit) and on the KRC (no registration required/no credit given).

Purpose & Need (1620-28)

This intermediate computer-based course discusses purpose and need as two distinct concepts; describes the relationship between purpose and need and the alternatives; and helps you to prepare a concise, well-defined purpose and need statement.　This course takes approximately 90 minutes.

Target Audience: Anyone who wants to improve his/her ability to write purpose and need statements that will withstand legal scrutiny and yield better decisions.

What Else: Available in DOI Learn only. Must register for, then complete, pre-test before registering for, and taking the course. 75% score on posttest required for credit. Adobe Flash must be installed on your computer for the course to play.

NEPA: Categorical Exclusions (1620-12)

This introductory online course is based on Chapter 4 of the BLM NEPA Handbook. The instructors discuss what a categorical exclusion (CX) is, where to find CX lists, how to determine if extraordinary circumstances apply, and how to document a CX. The course has 30 minutes of video plus exercises (80 minutes total).

Target Audience: BLM employees and others who are interested in learning more about CXs.

What Else: Available in DOI Learn (80% score on posttest required for credit) and on the KRC (no registration required/no credit given).

NEPA: Determination of NEPA Adequacy (1620-16)

This introductory online course is based on Chapter 5 of the BLM NEPA Handbook. The instructors walk you through a determination of NEPA adequacy (DNA) worksheet, show you how to determine if an action can be approved using the DNA process, and how to prepare appropriate documentation. The course has 20 minutes of video and two exercises (30 minutes total).

Target Audience: BLM employees and others who are interested in learning more about the DNA process.

What Else: Available in DOI Learn (80% score on posttest required for credit) and on the KRC (no registration required/no credit given). The BLM originated DNAs; and they are now in the Department of the Interior's regulations for implementing NEPA.

Technical Writing (1620-04)

This introductory computer-based course provides basic guidelines to cover most writing situations, with an emphasis on writing planning and NEPA documents. It begins with a diagnostic pre-test, which will help you identify your strengths and the areas where you need to improve. The course includes three lessons: (1) Grammar, (2) Mechanics and Punctuation, and (3) Diction and Effective Sentences. Each lesson contains rules, examples, and practice exercises. The entire course takes approximately 6-8 hours to complete.

Target Audience: Anyone who prepares planning or NEPA documents or any other written documentation (such as correspondence, newsletters, or news releases).

What Else: Available in DOI Learn only. Must complete diagnostic pre-test before taking the course. 70% score on posttest required for credit.

Planning Nuts & Bolts (1610-09)

This introductory online course replaces the 3½-day classroom course the National Training Center has offered to field offices since 2001. The instructors set the stage with the legal framework (90 minutes video

+ 3 exercises). Then they walk you through the steps of the BLM's planning process (3 hours video + 7 exercises). Finally, they review the implementation phase (50 minutes video). If you complete all the exercises, the course will take about 18 hours. We recommend you take it with your entire planning team, including non-BLM partners, over several days or weeks.

Target audience: RMP team, partners (local, state, other federal agencies; tribes; resource advisory councils), state program leads, managers, and contractors.

What Else: Available in DOI Learn (80% score on posttest required for credit) and on the KRC (no registration required/no credit given). This is a prerequisite for the onsite Kick-start Your RMP course, which walks planning teams through some of the more difficult steps of planning, such as scoping, identifying issues, developing alternatives, and creating a framework for effects analysis.

Land Use Planning for Priority Species & Habitats (1610-16)

This intermediate online course consists of 2 hours of videos and 3 homework assignments. It is a prerequisite for a classroom course with the same name. Taken together, these classes will show you how to systematically organize, incorporate, and analyze biological information for vegetation, special status species, other priority species, and their habitats for your RMP. This course was designed for the RMP team to watch the videos and complete the homework together.

Target Audience: RMP team, key partners (e.g., Fish and Wildlife Service, state Game and Fish), and contractors who have been selected to help with the plan. Managers/decision makers are encouraged to attend the first day to become familiar with the concepts.

What Else: Available in DOI Learn (80% score on posttest required for credit) and on the KRC (no registration required/no credit given). We recommend that the online course be taken 1-2 weeks before the onsite course, and that both courses are completed prior to development of the Analysis of the Management Situation.

Social and Economic Aspects of Planning (1610-12)

This introductory online course replaces the 3-day classroom course the National Training Center has offered regionally since 2004. The instructors take you through BLM's nine-step planning process, addressing the types of social and economic analysis needed for a well-developed resource management plan, and providing necessary tips, tools, techniques, and resources for your interdisciplinary team. This course is about 12 hours long, so you won't want to take it all at once. As with many of our other courses, it could be beneficial to take this class with your RMP team rather than by yourself so you can discuss the concepts presented.

Target Audience: RMP core team, managers, partners (county, state, and other federal agencies; tribes; RAC members), and contractors currently working on BLM plans.

What Else: Available in DOI Learn (75% score on posttest required for credit) and on the KRC (no registration required/no credit given). We may be offering the onsite course again; if you're interested, please contact Cathy Humphrey (chumphre@blm.gov) or Mark Chamberlain (mchamber@blm.gov).

Economic Impact Analyses (IMPLAN/FEAST; 1610-11)

This intermediate computer-based course is offered on Webex for 4 hours per day, for 4 days in one week. Forest Service and BLM instructors provide practical tips, tools, and techniques to apply to BLM impact analyses and land use planning using recreation, grazing, fire, and timber examples. Optional weekly conference calls to discuss resource-specific issues follow the training.

Target Audience: BLM or Forest Service employees who write, contract out, and/or review economic impact analysis for land use plans and EISs. *This course is only available to BLM or FS people.*

What Else: Available through DOI Learn only. No posttest required to receive credit. This is a "live" Webex course and therefore is only available when scheduled, which is once or twice a year. Please contact Mark Chamberlain (mchamber@blm.gov) for more information.

ePlanning Modules for the BLM

Several online modules are available to augment the basic and advanced ePlanning onsite courses. They can be used as a preview before taking the onsite class, or as a refresher for tasks learned in the ePlanning Basics class, or to learn more about the functionality of ePlanning. Although these modules can be viewed by anyone, only those with a BLM computer can access and use ePlanning. The available modules are:

- Account Creation and ePlanning Navigation
- Create NEPA Project
- Starting Project Workflow
- Peer-to-Peer Review
- Builds and Stylesheets
- Publishing a Project Website
- Publishing a Project Summary Website
- Submitting Public Comments. (This module is primarily to show the public how to comment on documents created in ePlanning. Anyone can comment on documents created in ePlanning, a BLM computer is not required.)

Target Audience: Anyone interested in learning more about ePlanning.

What Else: Although these modules are available to anyone, you must have a BLM computer to work within the ePlanning environment. You do not need a BLM computer to submit comments on a document that was developed in ePlanning, however. For more information, please contact Cathy_Humphrey@blm.gov.

ePlanning for the Public – Submitting Public Comments

This online module is primarily to show the public how to comment on documents created in ePlanning. Anyone can comment on a document that has been created in ePlanning, a BLM computer is not required.

Target Audience: Anyone interested in learning how to comment on documents created in ePlanning.

What Else: Available on the KRC only (http://www.ntc.blm.gov/krc/viewresource.php?courseID=449).

Online Courses in Development

Assessing Cumulative Effects (1620-14a, b, c)
A blended approach to cumulative impacts training is being developed. Module 1 will be an online course that presents the basics of how to do a cumulative effects analysis. Module 2 will consist of four examples (BLM actions) that explore the nuance of each step in the process. Module 3 will be a classroom workshop where the instructors work with a BLM ID team on one of their actual projects.

Target Audience: BLM employees who need to improve their cumulative impacts analysis skills (online courses will be open to anyone; onsite workshop is for BLM employees and partners only.)

What Else: Will be available in DOI Learn and the KRC. Replaces the 2-day onsite Cumulative Impacts course.

Introduction to BLM Land Use Planning (1610-01) (*working title*)
This computer-based module describes what land use planning is, why it's important to the BLM, and how it's done. It replaces, in part, the onsite course, Planning Concepts.

Target Audience: BLM employees who are new to planning, and the general public who want to know more about the BLM's planning process.

What Else: Will be available in DOI Learn and the KRC. This module is in the early stages of development.

Reading the Human Landscape (1610-13)
This computer-based overview shows how social science can be applied to the BLM's management challenges. It is the first in a series of three social science courses. The second one is on economic concepts and methods. The third course is on social concepts and methods.

Target Audience: BLM employees and others who are interested in learning more about social science in the BLM.

What Else: Will be available in DOI Learn only. 1610-13, 1610-14, and 1610-15 will be presented as a suite of courses that will come online at the same time. Please contact Cathy Humphrey (602-906-5536) or Robert Winthrop (rwinthro@blm.gov) if you'd like more information.

Economic Concepts and Methods (1610-14)
This computer-based module is the second in a series of three social sciences courses. It will show you how economic concepts and tools are applied to BLM planning and management, and how considering economics when making a land management decision can result in a better decision.

Target Audience: BLM employees and others who are interested in learning more about economics in the BLM.

What Else: Will be available in DOI Learn only. This module is in the final stage of development. For more information, please contact Cathy Humphrey (602-906-5536) or Robert Winthrop (rwinthro@blm.gov).

Social Concepts and Methods (1610-15)

This computer-based module is the third in a series of three social sciences courses. It will show you how social concepts and tools are applied to BLM planning and management, and how considering the social aspect when making a land management decision can result in a better decision.

Target Audience: BLM employees and others who are interested in learning more about social science in the BLM.

What Else: Will be available in DOI Learn only. This module is in the early stages of development. For more information, please contact Cathy Humphrey (602-906-5536) or Robert Winthrop (rwinthro@blm.gov).

Onsite Courses

NOTE: There is no cost for these classes, unless otherwise specified. Please contact Cathy Humphrey (chumphre@blm.gov, 602-906-5536) or Mark Chamberlain (mchamber@blm.gov, 602-906-5502) to schedule a class for your office. Non-BLM employees are only allowed to take these courses if invited by the local BLM sponsor and approved by the National Training Center. You must register through DOI Learn for the following classes (https://doilearn.doi.gov/).

NEPA Compliance for BLM Managers (1620-01): Field/State Office Delivery

This 4-hour course is a refresher for management teams to ensure they are complying with the intent of the National Environmental Policy Act, and to improve their ability to use NEPA documents as a basis for their reasoned decision consistent with the CEQ regulations. Topics include: 1) Purpose & Need (importance, management discretion); 2) Alternatives (adequate range, eliminating from analysis); 3) Environmental Consequences (how much analysis is enough, what needs to be analyzed); and 4) Decisions (writing a good decision, rationale for selecting the preferred alternative).

Target audience: State management teams, field office management teams, NEPA leads.

Cost: Travel and per diem for one instructor is to be paid by the requesting office.

NEPA Analysis for EAs (1620-03): Field Office Delivery

This 3-day introductory/intermediate course provides guidance on and allow practice to review, evaluate, and write environmental assessments, consistent with Chapters 6 and 8 of the BLM NEPA Handbook (2008). This course is highly interactive and will provide ample opportunity for participants to work on their own EAs.

Target Audience: BLM employees who write or review environmental assessments. It is most effective when the field office's entire interdisciplinary team attends the class together. Non-BLM employees are rarely allowed to attend (must be invited by the local BLM sponsor and approved by the NTC).

What Else: Prerequisite: online NEPA Analysis Process for BLM (1620-02). Participants who are new to NEPA should also take the online NEPA Concepts (1620-17) course. To receive credit for this course, you must pass both the posttest for prerequisite and the posttest for EA class with 80%. Please contact Cathy_Humphrey@blm.gov for more information. (This course replaces NEPA Analysis [EA Focus].)

Developing and Writing Effective Documents (1620-06): Field Office Delivery

This 3-day introductory/intermediate course covers prewriting, writing, and document management using an interactive approach. First, you'll learn how to plan and outline documents and how to work efficiently with in-house reviewers. Then you'll go over grammatical and punctuation concepts that are important to clear writing. Finally, you'll learn tools for managing multi-author documents and working with style guides.

Target Audience: BLM employees who want to improve their writing skills, with an emphasis on those who write planning and NEPA documents. Non-BLM government employees who are interested in improving their writing skills may be allowed to attend, if approved by the local BLM sponsor and the NTC.

What Else: This course is most effective when each person has a computer to work on.

Kick-start Your RMP (1610-10): Field Office Delivery

During this 3-day workshop, the resource management plan team will discuss the scoping process, how to write effective planning issues, developing a reasonable range of reasonable alternatives (not the typical production to protection alternatives), and you'll get started on a framework for analyzing the alternatives. You'll be working on your RMP, not on a plan for an imaginary planning area.

Target Audience: The entire interdisciplinary team for the RMP – including the state planning lead, GIS specialists, contractors, and non-BLM partners or key stakeholders. We encourage the field or district manager to attend certain sessions.

What Else: Prerequisite: online Planning Nuts & Bolts course. The NTC, instructor, state lead, RMP lead, and field manager participate in a conference call 3-4 weeks before the class to discuss expectations. This course was first offered in Aug/Sept 2010.

Land Use Planning for Priority Species & Vegetation (1610-16): Field Office Delivery

This 2½-day intermediate classroom course was designed to follow the online course with the same name. You will receive feedback on your homework assignments from the online course, and will build on your draft list of priority species and vegetation. You will identify key ecological attributes (KEAs) for each priority species/community, select indicators for every KEA, describe ratings for each indicator, assess the current condition and trend for each KEA, assess potential impacts, and identify management opportunities and potential management strategies using health and impact information. On the last day, some participants will have hands-on practice of the workbook planning tool.

Target Audience: Planning team members who will be developing management direction for priority species and vegetation (e.g. wildlife & fisheries biologists, ecologists, botanists, range or plant specialists; hydrologists; planning team leads); key cooperators or collaborators who will actively participate on the planning team (e.g., Fish and Wildlife Service, state fish and game agencies); managers and supervisors are welcome to attend all or part of the class.

What Else: Prerequisite: online Planning for Priority Species and Vegetation. This onsite course is taught by the BLM and The Nature Conservancy. A local TNC representative will be available for on-site consultation in the weeks and months after the class ends.

ePlanning Basics (1620-40): Field Office Delivery

This 3-day introductory course shows you how to use the ePlanning application to develop NEPA documents, from receiving a project proposal in the office to publishing a NEPA web page. You will create a NEPA project (categorical exclusion); add team members; make author assignments; author and review sections of the categorical exclusion; add the project to the BLM NEPA Register; create, publish, and maintain a web site; and maintain an administrative record.

Target audience: BLM employees or contractors with a current BLM contract who will be creating or commenting on NEPA (or planning) documents using the ePlanning application.

What Else: Prerequisite: online Account Creation and ePlanning Navigation. This includes filling out Form 1260-12 (Software Applications Permission Request) and sending to the National Operations Center prior to attending the class. If you're unfamiliar with the NEPA process, the online NEPA Analysis Process for the BLM is also a prerequisite. This course was formerly called ePlanning for NEPA.

ePlanning: Advanced Techniques (1620-41): National Operations Center

This 2-day advanced course shows you advanced techniques for using ePlanning. You will learn advanced tasks in Arbortext (create glossaries, bibliographies, cross references, indices, and acronym lists; and manage graphics and maps); manipulate the ePlanning workflow process with *My Workflows* and *Workflow Reporting* ; create comment periods and handle letters in the Back Office, move comments from the Front Office to the Back Office, and set up initiatives in Comment Works; and troubleshoot simple "hang-ups" using Citrix Shadowing, work with the "L Drive", and manage documents stuck in the Check Out Folder.

Target audience: BLM employees who are experienced with ePlanning and want to improve their skills.

What Else: Prerequisite: ePlanning Basics onsite course.   Formerly called ePlanning for SuperUsers.

Project Management Bootcamp (1610-05): Field Office or Regional Delivery

This intensive 2-day course begins with the Fundamentals (what is a project manager, management vs leadership, time management). The rest of Day 1 is devoted to Planning Project Management (phases of a project, project definition/charter, project management plan). Day 2 is Controlling the Project (schedule, budget, managing multiple projects) and Putting it all Together, where class participants use a BLM project to demonstrate what they learned. This course is taught by PSMJ Resources, Inc.

Target audience: BLM project managers, team leaders, managers, assistant and associate managers, supervisors, and interdisciplinary team members--anyone who plays a vital role in completing a project. This course is primarily for BLM employees, but is open to others, if invited by the sponsoring BLM office.

What Else: This off-the-shelf course has been offered twice (Winnemucca, NV and Meeker, CO). Please contact Cathy_Humphrey@blm.gov for more information.

Knowledge Resource Center (http://www.ntc.blm.gov/krc/)

The NTC has an online Knowledge Resource Center (KRC) to provide information when you need it to help you do your job better. It contains a wide range of documents and videos from training courses and satellite broadcasts; best management practices in form of case studies, reference materials, and video presentations; course materials; and other useful information.

Some of our online courses are available through the KRC if you're interested in the content, not the credit. For credit, you must go through DOI Learn.

1. Go to the KRC website (http://www.ntc.blm.gov/krc/)
2. Select *Program Areas* (or *Competencies*) from the left side of the screen.
3. Each *program area* (e.g. range, planning) is further divided into *major topics* (e.g. General, Inventory).
4. Each *major topic* is subdivided by *type of information* (i.e. career planning, case studies, course materials, forms, IMs & IBs, laws & regulations, links, manuals & handbooks, reading materials , technical notes, and videos). NOTE: Categories only show up if they have information in them.

Planning/NEPA Forum Broadcasts

- **Administrative Record Broadcast** (03/03/11)
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=470

- **Corridors, Reliability, and Transmission Line Siting Webinar** (07/28 and 08/18/10)
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=442

- **Purpose and Need Broadcast** (04/30/09)
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=366

- **Connected Actions Broadcast** (11/20/08)
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=311

- **BLM NEPA Handbook Broadcast** (05/29/08)
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=215&programAreaId=103

- **Healthy Lands Initiative Director's Broadcast** (01/24/08):
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=121&programAreaId=71

- **Fundamentals of Negotiation for Natural Resources Conflicts Broadcast** (10/18/07):
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=68&programAreaId=95

- **DOI Implementing Adaptive Management: Iterative Phase Broadcast 3** (11/29/07)
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=78

- **DOI Implementing Adaptive Management: Set-up Phase Broadcast 2** (09/27/07)
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=54

- **DOI Adaptive Management Overview Broadcast 1** (05/24/07)
  www.ntc.blm.gov/krc/viewresource.php?courseID=39

- **Assessing Cumulative Effects Broadcast** (06/29/06)
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=194&programAreaId=110

- **Working Effectively in Interdisciplinary Teams Broadcast** (11/18/2004)
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=401

Courses (no logging on and no credit received if these are taken in the KRC.)

- **NEPA Analysis Process for the BLM course (1620-02)**
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=400

- **NEPA: Categorical Exclusions course (1620-12)**
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=454

- **NEPA: Determination of NEPA Adequacy course (1620-16)**
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=456

- **NEPA: Analyzing Impacts course (1620-10)**
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=310&programAreaId=103

- **Planning Nuts & Bolts course (#1610-09):**
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=359

- **Land Use Planning for Priority Species & Vegetation course (#1610-16):**
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=201&programAreaId=103

- **Social & Economic Aspects of Planning course (#1610-12):**
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=249&programAreaId=96

- **Principles of Modeling course**
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=394&programAreaId=71

- **Data Needs Assessment course**
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=383&programAreaId=71

- **ePlanning modules for the BLM**
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=447

- **ePlanning modules for the Public**
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=449

Other

- **Cooperating Agency Case Studies (08/2008):**
  http://www.ntc.blm.gov/krc/viewresource.php?courseID=216&programAreaId=71

Questions?

Questions on new or existing **Planning- and NEPA-related** courses?
- Cathy Humphrey (602-906-5536, chumphre@blm.gov)
- Mark Chamberlain (602-906-5502, mchamber@blm.gov)

Questions on **resource tools, GIS, modeling, or partnership** courses?
- Diane Nelson (602-906-5548, dnelson@blm.gov)

Courses No Longer Being Offered

NEPA Analysis (EA Focus) (1620-13): This 3-day onsite course has been replaced by the NEPA Analysis for EAs 3-day onsite class (1620-03).

Assessing Cumulative Impacts (1620-14): This 2-day onsite course is being replaced by a 3-module series of courses (two online and one onsite workshop). These modules are in progress, although the workshop can be scheduled now.

NEPA Analysis (EAs & Impacts) (1620-15): This 5-day onsite course consisted of the 3-day EA Focus course (1620-13) and the 2-day Cumulative Impacts course (1620-14). As mentioned above, these courses have been replaced.

Project Management for Planners (1610-07): This 5-day class is no longer being offered. We have been trying out some other shorter project management classes. Please contact Cathy Humphrey if you know of a good project management class or if you're interested in scheduling one.

Planning Concepts (1610-06):   This class is no longer being offered. Some portions of this course are being incorporated into the new online course, Introduction to BLM Land Use Planning, which is currently under development.

Planning Nuts & Bolts (1610-09): This class is no longer being offered as an instructor-led classroom course. It is available online through DOI Learn or the Knowledge Resource Center.   A new onsite course, Kick-start Your RMP (#1610-10), has been developed to supplement the online course. It's a workshop that focuses on scoping, crafting issues, and alternatives development.